

DEPARTMENT OF THE TREASURY

FINANCIAL CRIMES ENFORCEMENT NETWORK

SENIOR EXECUTIVE SERVICE

Vacancy Announcement FNSSES/04-001



Opening Date: June 18, 2004

Closing Date: July 28, 2004

****This announcement is amended to extend the closing date.****

POSITION: Associate Director, Client Liaison & Services (CIO)
(Position is designated as Career Reserved)
ES-301 (Between \$ 104,927 and \$ 145,600 per annum)

LOCATION: Financial Crimes Enforcement Network
Client Liaison & Services Division
Vienna, Virginia

AREA OF CONSIDERATION: All Qualified US Citizens

(Applicants who do not submit all of the information required in the "HOW TO APPLY" section will not receive consideration)

MAJOR DUTIES

The Associate Director, Client Liaison & Services (CIO) develops and manages programs aimed at utilizing information technology (IT), liaison, networking and staff services to enable and facilitate the collection, analysis and sharing of data concerning money laundering and other financial crimes on a domestic and international basis. The programs entail fostering an international network of Financial Intelligence Units; working on an interagency basis to implement national money laundering initiatives; promoting international anti-money laundering standards; and providing access, guidance, training and assistance in the use of FinCEN databases for research and analysis of Bank Secrecy Act and related data to the law enforcement, intelligence, and regulatory communities. As the Chief Information Officer (CIO) for FinCEN, the incumbent provides strategic direction of the IT architecture, systems, services and solutions to maximize FinCEN's capacity to conduct its mission enterprises, providing customized linkages with FinCEN clients and partners. The Associate Director will supervise a substantial staff of employees plus contractors that includes specialists in IT, law enforcement and financial intelligence research.

For further information regarding FinCEN's mission, please visit our website at http://www.fincen.gov/af_mission.html

EQUAL EMPLOYMENT OPPORTUNITY

FinCEN is an Equal Employment Employer: Selection for this position will be based solely on merit with no discrimination for non-merit reasons such as race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

FinCEN provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

FINCEN BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

QUALIFICATION REQUIREMENTS

Applicants must be U.S. citizens.

The applicant's experience MUST have been at a sufficiently high level of difficulty to show clearly that the applicant possesses the professional and technical, as well as program knowledge, skills, and abilities outlined under all of the Executive Core Qualifications (ECQ's), and the Professional/Technical Program Qualifications (PTQ's). Please refer to the Office of Personnel Management's (OPM) Senior Executive Service (SES) website at <http://www.opm.gov/ses> for general information on the SES.

Each applicant is required to submit a separate narrative statement addressing all of the ECQ's and PTQ's listed below. We recommend no more than two pages per core/technical qualification. However, current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program only need to address the PTQ's.

Please see the HOW TO APPLY section for specific instructions. The narrative statements should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge and technical competence, which would indicate successful performance in the SES. The statements must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The OPM "Guide to Senior Executive Service Qualifications"

provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

A. MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

OPM has identified five ECQ's that are designed to assess executive experience and potential. The ECQ's measure whether an individual has the broad executive skills needed to succeed in the SES.

The following elements will be used to evaluate each individual applicant's record of knowledge, skills, abilities, and potential to ensure that the applicant possesses sufficient breadth and depth of executive qualifications for entry into the career Senior Executive Service. The ECQ's emphasize such qualities as customer service, creativity, team building, partnership, and describe the leadership skills needed to succeed in the SES as well as reinforce the concept of an "SES corporate culture."

Remember, you can refer to the OPM "Guide to Senior Executive Service Qualifications" which provides detailed information on addressing the ECQ's and key characteristics and is available on the OPM website at www.opm.gov/ses/handbook.html.

NOTE: When responding to the core and technical qualifications under sections A and B, applicants should provide examples that describe (1) background information; (2) problems; (3) actions taken; and (4) specific results.

1. **LEADING CHANGE** (This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity).
2. **LEADING PEOPLE** (This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals).
3. **RESULTS DRIVEN** (This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies).
4. **BUSINESS ACUMEN** (This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.) Describe a staffing challenge and the results; describe budget, and challenges/action taken to achieve results; describe how development or implementation of information systems have resulted in cost-effective savings, better use of staff time, better decision-making, etc.
5. **BUILDING COALITIONS/COMMUNICATION** (This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization).

B. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS (PTQ's)

1. Knowledge and experience in planning and administering substantive programs concerned with law enforcement, financial intelligence, regulatory, or other functions related to FinCEN's mission. **(Applicants must describe their knowledge and experience in planning and administering such programs.)**
2. Ability to develop business strategies for the effective use of information technology, including the development of the IT architecture and direction of IT staff in the acquisition and utilization of systems, equipment and services necessary to accomplish programmatic functions. **(Applicants must describe their experience in developing and implementing business strategies for the effective use of information technology.)**
3. Demonstrated ability to direct staff engaged in law enforcement, financial intelligence, regulatory or related activities. **(Applicants must describe their relevant supervisory/management experience.)**
4. Demonstrated ability to conduct liaison and outreach with executive level and senior management officials, domestic and international, concerning law enforcement, intelligence, regulatory and information technology related matters. **(Applicants must describe their experience in conducting such liaison.)**

BASIS FOR EVALUATION:

Rating and ranking to determine "Best Qualified" will be conducted by representatives of an Executive Resources Board (ERB). Each applicant's overall record (professional and volunteer experience, education and training, accomplishments, awards, and potential) will indicate whether he/she possesses the knowledge, skills, and abilities needed in the ECQ's and PTQ's. The ERB will refer the top applicants to the selecting official for consideration. In most cases, an individual's executive qualification must also be certified by a Quality Review Board as a prerequisite to final selection.

ADDITIONAL INFORMATION

The selectee for this SES position must be able to satisfy the following requirements:

1. This position is a sensitive position and the selectee must be able to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance;
2. Undergo a tax record check;
3. Satisfactorily complete a drug test and, thereafter, be subject to random drug testing;
4. File a statement of employment and financial interests upon entry, and annually thereafter; and
5. OPM approval and a one-year probationary period will be required for any applicant who does not have SES Career status.

Domestic and international travel is required.

RELOCATION EXPENSES MAY BE PAID.

HOW TO APPLY

1. Applicants may submit OPM Optional Form 612 (Optional Application for Federal Employment), resume, or other written format of their choice. However, the application, regardless of the format, must describe the applicant's related qualifications pertinent to the position and must include the information cited in the OPM brochure, OF-510, "Applying for Federal Jobs." This brochure may be obtained at www.opm.gov/forms/pdfimage/of0510.pdf. The OF-612 may be obtained at www.opm.gov/forms/pdfimage/of0612.pdf
2. Applicants MUST also provide narrative statements addressing their experience, education and accomplishments for each of the mandatory ECQ's and the PTQ's on regular bond paper. We recommend no more than two pages per each core/technical qualification. While current members of the career SES, former career SES members with reinstatement eligibility, and OPM certified graduates of the SES candidate development program do not need to address the ECQ's, the PTQ's MUST be addressed by all applicants.
3. Applicants who completed an OPM-approved SES candidate development program MUST submit a document that certifies the completion. Applicants who are current SES employees or are eligible for reinstatement to an SES-Career appointment MUST submit a copy of the Notice of Personnel Action (SF-50), or equivalent documentation that indicates the SES-Career status.
4. Please download, complete, and submit the following optional forms:
 - SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
 - SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.
5. The vacancy announcement number MUST be listed on the envelope and the first page of your application or resume. All application materials **MUST be postmarked** no later than the closing date of the vacancy announcement. The use of postage-paid Government agency envelopes is a violation of Federal law. Applications received in postage-paid Government envelopes will not be considered.
6. No documents, other than those specified in this section, will be accepted. Any excess documents will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.
7. Failure to submit all required documents and information requested by the closing date of this announcement will constitute an incomplete application package, and will not receive consideration for this position. Applicant's qualifications will be evaluated solely on the information submitted in their application.

APPLICATION PACKAGES MUST BE MAILED TO:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement FNSSES/04-001
P.O. Box 39
Vienna, VA 22183-0039**

FOR FURTHER INFORMATION CONTACT:

For a copy of this announcement please visit the FinCEN website at,
http://www.fincen.gov/wn_jobposting.html
For additional information, please call:

**APPLICATIONS MUST BE POSTMARKED BY
THE CLOSING DATE OF JULY 28, 2004.**

Ms. Patti Jean Warren (703) 905-3971.